



THE UNITED REPUBLIC OF TANZANIA  
**MINISTRY OF NATURAL RESOURCES AND TOURISM**  
COLLEGE OF AFRICAN WILDLIFE MANAGEMENT,  
MWEKA



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**TRANSFER VACANCIES**

**5<sup>th</sup> September 2023**

The College of African Wildlife Management, Mweka invites applications from interested qualified public servants to join CAWM, Mweka through transfer as follows:-

**1. Position: Driver I, 2 posts**

**(a) Qualifications and Experience:**

Holder of Advanced or Ordinary Certificate of Secondary Education, certificate in Mechanics, or Trade Test Grade II and Trade Test Grade III on mechanics from recognized institutions and should possess Driving License Class C1, C2, C3 and C, with at least five (5) years of working experience in the related field.

**(b) Salary:** PGSS 3.1

**2. Position: Driver II, 1post**

**(a) Qualifications and Experience:**

Holder of an Ordinary or Advanced Certificate of Secondary Education with Class C1, C2, C3 or class C Driving License and should possess Certificate in Automotive Mechanics or Trade Test Grade II in Automotive Mechanics from recognized Institution.

**(b) Salary:** PGSS 2.1

**3. Position: Senior Supplies Officer II, 1post**

**(a) Qualifications and Experience:**

Holder of a Bachelor Degree or Advance Diploma in one of the following: Procurement and Supplies Management, Logistics Management or Procurement and Supply Chain Management and CPSP(T) or equivalent certifications from recognized institution plus ICT application skills with at least Ten (10) years working experience in a related field.

**(b) Salary:** PGSS 8.1

**4. Position: Janitor II, 1post**

**(a) Qualifications and Experience:**

Holder of form IV or VI certificate with Ordinary Diploma in one of the following fields: Education, House Keeping and Laundry or equivalent qualifications from recognized institution.

**(b) Salary:** PGSS 4.1

**5. Position: Engineer II (Automotive) 1post**

**(a) Qualifications and Experience:**

Holder of form IV or VI certificate and Bachelor Degree in one of the following fields: Automotive or Automobile Engineering, Mechanical Engineering or equivalent qualification from recognized institution.

**(b) Salary:** PGSS 7.1

**6. Position: Artisan II (Masonry), 1post**

**(a) Qualifications and Experience:**

Holder of Form IV or Form Six certificate with a Trade Test II or equivalent in Masonry or related field from recognized institution.

**(b) Salary:** PGSS 2.

**7. Position: Internal Auditor I, 1post**

**(a) Qualifications and Experience:**

Holder of Bachelor Degree or Advance Diploma either in Accounting, Auditing or Commerce and a Certified Public Accountant by NBAA or a holder of equivalent certifications from a recognized Institution with at least five (5) years' experience in a related field.

**(b) Salary:** PGSS 8.1

**8. Position: Internal Auditor II, 1post**

**(a) Qualifications and Experience:**

Holder of a Bachelor Degree or Advanced Diploma either in Accounting, Auditing or Commerce and a Certified Public Accountant CPA(T) or a holder of equivalent certifications from a recognized Institution and registered with NBAA.

**(b) Salary:** PGSS 7.1

**9. Position: Procurement Officer II, 1 post**

**(a) Qualifications and Experience:**

Holder of a Bachelor Degree or Advanced Diploma in one of the following: Procurement and Supplies Management, Logistics Management or Procurement and Supply Chain Management from recognized institution with ICT application skills.

**(b) Salary:** PGSS 6.1

**10. Position: Planning Officer I, 1post**

**(a) Qualifications and Experience:**

Holder of a Bachelor Degree in one of the following: Statistics, Economics or Planning and Investment from recognized Institution with at least four (4) years working experience in a related field.

**(b) Salary:** PGSS 7.1

**11. Position: Accountant II, 1post**

**(a) Qualifications and Experience:**

Holder of a Bachelor Degree or Advance Diploma in Accountancy or Finance with Certified Public Accountant CPA(T) or equivalent qualifications from recognized institution and registered with NBAA

**(b) Salary:** PGSS 7.1

**12. Position: Assistant Accountant II, 1post**

**(a) Qualifications and Experience:**

Holder of Form IV or VI certificate and Diploma in accountancy or finance from recognized institution plus ICT skills.

**(b) Salary:** PGSS 4.1

**13. Position: Internal Auditor II, 1post**

**(a) Qualifications and Experience:**

Holder of a Bachelor Degree or Advanced Diploma either in Accounting, Auditing or Commerce and a Certified Public Accountant CPA(T) or a holder of equivalent certifications from a recognized Institution and registered with NBAA.

**(b) Salary:** PGSS 7.1

**14. Position: Artisans II (Electrical) 1post**

**(a) Qualifications and Experience:**

Holder of Form IV or Form Six certificate with a Trade Test II or equivalent in electricity from recognized institution.

**(b) Salary:** PGSS 2.1

**15. Position: Executive Assistant Secretary II, 1post**

**(a) Qualifications and Experience**

Holder of Form IV/VI certificate with Diploma in Secretarial services from Public Service College passes 100 w.p.m shorthand either in Kiswahili or in English and must pass professional courses MDEA I & II. Certificate in computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher with thirteen (13) years working experience. Use of modern office equipment will be a necessary requirement.

**(b) Salary:** PGSS 8.1

**16. Position: Tutorial Assistant (Taxidermy) 1post**

**(a) Qualifications and Experience:**

Holder of a Bachelor Degree in Wildlife Management or Wildlife Conservation Sciences with a GPA of 3.8

**(b) Salary:** PHTS 1.1

**17. Position: Assistant Lecturer (Tourism Management) 1post**

**(a) Qualifications and Experience:**

Holder of Master's Degree in Tourism Management or Travel & Tourism Operations with a GPA of 4.0 and Bachelor Degree in Tourism Management or Wildlife Tourism with a GPA of 3.8

**(b) Salary:** PHTS 2.1

**18. Position: Assistant Lecturer (Tourism Marketing) 1post**

**(a) Qualifications and Experience:**

Holder of Master's Degree in one of the following disciplines; Tourism Marketing, or Marketing with a GPA of 4.0 and Bachelor Degree in one of the following: Tourism Marketing, Tourism Management or Marketing with a GPA of 3.8

**(b) Salary:** PHTS 2.1

**19. Position: Assistant Lecturer (Tourism Economics) 1post**

**(a) Qualifications and Experience:**

Holder of Master's Degree in Tourism Economics, Economics, Agricultural Economics, Economic Policy & Planning with a GPA of 4.0 and a Bachelor Degree in either of the following: Economics, Agricultural Economics or Economics Policy & Planning with a GPA of 3.8

**(b) Salary:** PHTS 2.1

**20. Position: Tutorial Assistant (Environmental Science) 1post**

**(a) Qualifications and Experience:**

Holder of a Bachelor Degree in either of the following: Environmental Science, Environmental Engineering, Environmental Technology or Environmental Science & Management with a GPA of 3.8

**(b) Salary:** PHTS 1.1

## **INSTRUCTIONS:**

- i. An applicant must be a public servant employed on permanent term;
- ii. A signed application letter should be written in English;
- iii. Applicant must channel his/her application letter through his/her current employers;
- iv. Applicant should attach an up-to-date CV;
- v. Applicant should attach certified copies of academic certificates, transcripts and birth certificates;
- vi. Certificates from foreign Universities/Colleges must be verified by TCU;
- vii. Certificates from foreign Secondary School should have equivalent score from NECTA;
- viii. Applicants should indicate their willingness and commitment to cover the transfer costs;
- ix. For those who had already applied for any of these positions should not reapply;**
- x. Only successful candidates will be contacted for further procedures.

**Interested candidates should submit their applications to the following address:**

*The Rector,  
College of African Wildlife Management, Mweka  
P. O. BOX 3031,  
Moshi.*

**OR email your complete application to:**

*Email: [mweka@mwekawildlife.ac.tz](mailto:mweka@mwekawildlife.ac.tz)*

**Deadline for receiving applications is 4<sup>th</sup> October, 2023 at 1700 hrs.**